

22 APR 1961

1.88.1

- Creation of a plan and timetable for restructuring DDA information service components. . . . with due consideration of the issues raised by the Task Force's final report.

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2. Accordingly, I have asked Management Staff to formally study this issue. Specifically, I have asked that they:

- Develop a functional description of current information handling activities and organizations in the Directorate;
- Assess projections of future information handling capabilities and needs;
- Identify possible organizational changes which would either improve information handling services, reduce cost, remove redundancy, or further enhance DDA capabilities to meet perceived customer needs;
- Assess the impact of each suggested change, especially as regards career management, current office charters and programs, existing long-range plans, costs and benefits; and
- Develop a tentative timetable for implementation of the suggested changes.

3. I would appreciate your full cooperation with the Project Officer, [redacted] who will be contacting you. Study activity will commence shortly, with a final product due by 3 August 1981.

[redacted]

William N. Hart

cc: [redacted]

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STAT cc: [ ]

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(21 Apr 81)